

CA POLLUTION CONTROL FINANCING AUTHORITY

JOB OPPORTUNITY BULLETIN

Class:	Associate Treasury Program Officer/ Assistant Treasury Program Officer/Junior Staff Analyst
Tenure:	Permanent
Time Base:	Full-Time
Salary:	\$2632 - \$3465 (JSA) \$3418 - \$4155 (Asst TPO) \$4111 - \$4997 (Assoc TPO)

FREEZE RESTRICTIONS IN EFFECT SROA AND SURPLUS EMPLOYEES ONLY

Under the direction of the Treasury Program Manager I of the CA Pollution Control Financing Authority, two positions will be in the bond financing program and one with the CalCAP program. The essential duties include, but are not limited to:

DESCRIPTION OF ESSENTIAL DUTIES:

- Performing various analyses involved with financing, including but not limited to, bond sales and use of bond sale proceeds, review bond documents, loan agreements, indentures, bond purchase contracts, official statements, tax certificates and reimbursement agreements, negotiating with legal counsel, financial advisors and underwriters on bond sale documents.
- Preparing issue papers for the Authorities' programs and coordination of Authorities' meeting activities; preparation of briefing binders and manuals, intergovernmental agreements and contracts, and marketing and training materials for the Authorities' small business program, as well as other written materials and reports for ongoing program operations.
- Analyzing new applications, detailing proposed projects by writing staff summaries.
- Providing technical information and assistance to other technical and clerical staff related to various financing and bond program participants, other State agencies, the Legislature, members of the banking and investment community.
- Performing special research-oriented projects on topics that affect the direction of the CPCFA, including involvement on various task force teams which research problematic areas and make recommendations to managers.
- Acting as liaison with the State Treasurer's Office Public Finance Division with respect to the Authority's Target Business Enterprise (TBE) reporting requirements by inputting financing team data on database and producing reports.

DESIRABLE QUALIFICATIONS:

- Strong interest in Finance.
- Ability to work cooperatively with others.
- Computer skills are an asset.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have eligibility as an SROA/Surplus Associate Treasury Program Officer, Assistant Treasury Program Officer, or Junior Staff Analyst/Staff Services Analyst may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

Please state the source of your eligibility (i.e., SROA or surplus employee). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "345-5156-004" next to the classification on your application/resume, i.e., Junior Staff Analyst, CPCFA (345-5156-004).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applicants will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CPCFA at (916) 654-0019 or TDD (916) 654-9922.